# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | S. B. DEORAH COLLEGE |
| • Name of the Head of the institution | Dr. Dharmendra Nath |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03613511878 |
| • Mobile No: | 9435024667 |
| • Registered e-mail | sbdeorahcollege@gmail.com |
| • Alternate e-mail | iqac.sbdc@gmail.com |
| • Address | Ulubari, G.S.Road |
| • City/Town | Guwahati |
| • State/UT | Assam |
| • Pin Code | 781007 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | UGC 2f and 12(B) |

|  |  |
|---|---|
| • Name of the Affiliating University | **Gauhati University** |
| • Name of the IQAC Coordinator | **Dr. Anjali Patowary** |
| • Phone No. | **9678802953** |
| • Alternate phone No. | **03613511878** |
| • Mobile | **9678802953** |
| • IQAC e-mail address | **iqac.sbdc@gmail.com** |
| • Alternate e-mail address | **sbdeorahcollege@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://sbdeorahcollege.org.in/wp-content/uploads/2021/05/AQAR2019-2020.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/1-Academic-Calendar-2020-21-S.-B.-Deorah-College.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **C++** | **66.75** | **2005** | **28/02/2005** | **27/02/2005** |
| **Cycle 2** | **B** | **2.46** | **2015** | **15/11/2015** | **14/11/2020** |

| **6.Date of Establishment of IQAC** | **15/05/2006** |
|---|---|

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| S. B. Deorah College | National Service Scheme (NSS) | National Service Scheme | 2021 365 | 44,500 |
| S.B. Deorah College | National Webinar | Indian Council of Social Science and Research | 2021 365 | 27,000 |

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes |
| • Upload latest notification of formation of IQAC | [View File](#) |
| **9.No. of IQAC meetings held during the year** | 6 |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No |
| • If yes, mention the amount | |

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

1. The IQAC has created a gender friendly atmosphere in and outside the college through various programs. It conducted workshops and webinars on a) economic self reliance of rural women in adopted village (22nd January 2021 and 20th March 2021) b) self-defense for girls (8th March 2021) c) laws related to women (30th July 2021) d) cinematic representation of women on conflict zone (23rd August 2021) d) free health check-up for girl students (30th December 2021).

2. For fostering national spirit among the teachers and students of the college, the IQAC has taken initiative for organizing various programs like celebration of Independence Day, Republic Day, International Women's Day, Rashtriya Ekta Diwas, International Yoga Day, World Environmental Day in the college.

3. At the initiative of IQAC, the Extension Education Cell and NSS Unit of the college made arrangements for food to the needy along with distribution of clothes medicines, donation of blood, arrangement of vaccination slots for the people of neighboring areas during the Covid 19 enforced lockdown period.

4. Under the aegis of IQAC, work on preparation of AQAR, Academic Calendar, collection of feedback from students, teachers, alumni and other stakeholders of the institution, publishing of Chronicler, the annual bulletin of the college was undertaken. Initiatives for starting online classes, celebration of National and International days, Seminars, Webinars, workshops, Certificate Courses, Skill development programs, Career Counseling programs; various activities by the Departments and Cells, extension activities by NSS and Extension Education Cell were also taken by the IQAC.

5. On the initiative of IQAC, several programs were organized for giving platform to the students of the North-Eastern states studying in the college. Some of these events included a) program on "Earn while you learn" where the students from different ethnic groups of north-east India sold their traditional food. b) program on "Ethnic Festival and Traditional Dance Competition" was organized where the students of various ethnic tribes from different colleges of Guwahati participated and showcase their culture. c) project on "Studies of the Socio-Cultural Aspects of States of North- East India" by Department of History d) a special section called "Small and beautiful" in the college magazine containing articles on ethnic tribes of North-East India.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| Certificate Course | Three certificate courses were conducted during the session. 1) Certificate course on M S Office started from 19-04-21 conducted by the Department of Computer Science. 2) IQAC and Extension Education Cell of the college conducted a certificate course on Functional Assamese from 12-06-21. 3) A Certificate course on Ecosystem Management organized by the departments of Botany and Environmental Science in association with IQAC, started from 30-06-21 to 31-07-21 |
| Seminar/ Webinar/Talk | 1) Dr N Kalita ex-HoD, Department of Assamese and presently member of Assam Public Service Commission delivered the Foundation Day Lecture on New Education Policy on 09-09-2020 via virtual mode. 2) A talk on Indo-China Relations organized by the Department of Political Science in which Mandeep Bhattacharjee, an alumni of the department delivered the lecture. 3) A webinar on Intellectual Property Right organised on 28-12-2021 in which Mr. Prakreetish Sarma and Ms Anee Das acted as the Resource Persons. 4) A National Webinar organised on 8-02-2021 on the topic 'Covid-19, Issues, Challenges and Way Ahead' by Seminar Organising Committee, S B Deorah College. 5) A talk on Dandi March and its Significance in India's Freedom Struggle delivered by Dr O Barua, faculty, Department of History |

| | |
|---|---|
| | on 12-03-21 to commemorate India's 75th year of Independence. 6) Department of Chemistry in association with IQAC, organized a workshop on Intellectual Property Rights on 30/06/21. 7) A National Webinar on Indian Diversity: Its Challenges and Prospects, sponsored by ICSSR and organized by Grievance Redress Cell, S B Deorah College held from 02/07/21 to 03/07/21. 8) A webinar on Laws related to Women: Its Practicability organized on 30/07/21 in which Mrs. Anuja Bhuyan, Deputy Secretary, Department of Education, Government of Assam and Ms. Punam Sarma, Advocate, Gauhati High Court acted as the Resource Persons. 9) Department of English organized an online talk on Cinematic Representation of Women on conflict Zone on 23-08-21 in which Mrs Rajni Basumatary, film maker and actor acted as the Resource Person. |
| **Extension Activities/ Adopted village** | 1) An awareness program on Self Reliance of Rural Women organized by Women Cell on 22-01-21 at Namgaon, adopted village of the college. 2) The college donated a sewing machine for the women of Namgaon and a drinking water well on 20-03-21. 3) The members of the Extension Education Cell of S. B. Deorah College along with three students distributed warm clothes among the poor people of Puran Basti Maszid area (Panjabari, Six Mile) on 8-01-21. 50 persons were benefitted.6 4) During the |

| | |
|---|---|
| | Pandemic period, the Extension Education Cell started an online Certificate Course on Functional Assamese for the non- Assamese speakers (specially for the students belonged to ethnic groups). Students from different colleges of Gauhati including S B Deorah College joined the program. 5) The Extension Education Cell arranged a cooked food distribution program among the homeless people of Ulubari, Guwahati on 13/06/21 and 14/06/21 where teachers and students actively took part. 6) The Extension Education Cell started a new unit PRAKASH to help, aid and assist the disabled students. World Disabled Day was observed on 03/12/21 where a laptop was donated to a blind student by Dr Bibha Rani Pathak, Associate Professor, Department of Assamese, S B Deorah College. Financial assistance was also provided to some students. 7) Students of S B Deorah College namely Ajay Kalita, Pronesh Nunisha, Thasen Abrarete donated blood either through blood donation camp or individually. 8) Cloth Donation program organized by the Cell on 11/11/21 at Ambari Railway Colony, Guwahati. |
| NSS Activities | 1) The NSS volunteers Orientation Program held on 11/02/21 was presided over by Dr Dharmendra Nath, Principal of the college. Dr Ranjan Kakati, Director, Students Welfare, Gauhati University, Dr Niranjan Kalita, member, APSC and Hemanta |

| | |
|---|---|
| | Rabha, Project Head, IIE, graced the occasion. The program was attended by eighty five (85) students. 2) Five volunteers and the program officers of S B Deorah College NSS Unit, / participated in a Capacity Building Workshop on health and wellness organized by WISH foundation and NSS Unit, Gauhati University in collaboration with NSS Unit, B Barooah College on 25/02/21. 3) A two hour session on Entrepreneurship Development organized by Rajib Gandhi National Institute of Youth Development (RGNIYD) Regional Centre, Chandigarh in association with G U, NSS Cell, attended by six volunteers of S B Deorah College. 4) Four NSS Volunteers of S B Deorah College attended North East NSS Festival held in Dera Nathang Govt College from 8/03-2021 to 12-03-2021. 5) On 28/07/2021 twelve NSS volunteers took part in a plantation drive in their own locality to create awareness about the adverse effects of global warming and climate change on ecosystem. 6) NSS Day was celebrated on 24/11/21. The program commenced with the hoisting of the NSS flag in college premises by Dr D Nath, Principal, S B Deorah College. Fit India Freedom Run, a cleanliness drive, a webinar talk on Significance of NSS Day by Dr. N Kalita, Ex Vice Principal of the college were organized as part of NSS Day celebrations. |
| NSS activities during Covid-19 | 1) Six volunteers of NSS Unit of |

S. B. Deorah College namely Lucky Hussain,Mehfus, Munmee, Chinmoyee Boro and Pranjit opened a help desk to offer necessary help and guidance to people suffering from various problems due to Covid-19 pandemic regarding hospital bed, oxygen cylinder, booking of slot for vaccination and food and medicine provided by NGOs. 2) On 28/05/21, a group of NSS volunteers offered food to street animals and distributed masks and sanitizers in Bhangagarh area. Survey was undertaken whether or not people were vaccinated along with vaccination awareness program. 3) On 29/05/21, ration kits were distributed among the economically backward families living in the slum areas of Bhangagarh6 affected by Covid-19 pandemic. 4) On 31/05/21 some volunteers distributed self cooked food in Gauhati Medical College Hospital Campus among the patient attendants. 5) Old clothes and mosquito nets were distributed among the poor and needy in Bhangagarh and Rupnagarh area of Guwahati on 2/06/21 by a volunteer. 6) Packed milk, food items were distributed among the street children in Ulubari and Bhangagarh area of Guwahati on 3/06/21 by some volunteers. 7) The NSS volunteers organized an awareness program for the street vendors regarding vaccination on 4/06/21. Handmade cotton masks and sanitizers were distributed among them. 8) From the contribution of some faculty

| | |
|---|---|
| | members, Principal and librarian of S B Deorah College food was cooked in college hostel on 5/06/21, 6/06/21 and 7/06/21 and distributed among the pandemic affected needy people of different areas in and around Guwahati. Covid-19. Ration kits were also distributed to some economically backward families of Namgaon, adopted village of the college. 9) NSS volunteer Lucky Hussain donated blood to an 8 year old girl named Athalia Alivia Zhimomion on 7/06/21 who was admitted in the Pediatric Oncology ward no 1, Bed no-100 of B Barooah Cancer Institute. The girl was suffering from Myeloid Leukemia (AML) Another NSS volunteer Mehfuj Ali donated blood to another cancer patient named Parul Devi (34 years) in B. Barooah Cancer Institute. |
| Construction | 1) Construction of four laboratories. 2) Completion of five new faculty rooms and renovation of three rooms. 3) Construction of two classrooms. 4) Construction of a dark room for the Department of Physics. 5) Construction of a room for laboratory |
| Programs on Career Opportunities | 1) Earn while you Learn, an exhibition cum sale program for the students organized. 2) Industrial Exposure Trip to Chaygaon, for students for industrial plants visit of IGC, organized by Department of History and sponsored by Assam Industrial Development Corporation. 3) Department of Chemistry S. B. Deorah College |

| | |
|---|---|
| | in association with Career Counseling and Guidance Cell organized an online program on Exploring Career opportunities after graduation on 07/07/21. 4)An online talk on Equal Opportunities in the Field of Law delivered by Debajit Kalita, Advocate, Gauhati High Court on 11/07/21. 5) Department of Education, S. B. Deorah College organized an online talk on CV Writing and facing Interview which was delivered by Dr Chandan Goswami, Faculty, Department of Communication and Journalism on 20/07/21. 6) Webinar on Commerce Education in North- East India and Career Prospects organized on 22/07/21 by Commerce stream, S. B. Deorah College. 7) An orientation program talk on Entrepreneurship and Innovation delivered by Ankur Goswami, IIC Convenor and Assistant Professor, Assam Don Bosco University, Guwahati, on 24/07/21.The Program was organized by IIC, S. B. Deorah College. 8) A placement drive for 6th Semester and outgoing students organized by the college 28-09-2021. Out of 40 students who participated in the program 20 were selected. 9) Institution Innovation Council (IIC) S. B. Deorah College organized a workshop on Innovation and Entrepreneurship as Career Opportunities on 06-12-21 where Head, CIE (IIE) Sriporna Barua, delivered the keynote speech. |
| Skill Development Program | Nil |

| 13.Whether the AQAR was placed before statutory body? | **Yes** |
|---|---|

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| **Governing Body** | **14/03/2022** |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| **2019-2020** | **15/03/2020** |

**15.Multidisciplinary / interdisciplinary**

**16.Academic bank of credits (ABC):**

**17.Skill development:**

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

**20.Distance education/online education:**

# Extended Profile

**1.Programme**

1.1                                                                                     **630**

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

**2.Student**

2.1                                                          **1289**

Number of students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

2.2                                                          **774**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

2.3                                                          **339**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

**3.Academic**

3.1                                                          **64**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

3.2                                                          **38**

Number of Sanctioned posts during the year

# Extended Profile

## 1.Programme

| 1.1 | **630** |
|---|---|
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 2.Student

| 2.1 | **1289** |
|---|---|
| Number of students during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.2 | **774** |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3 | **339** |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 3.Academic

| 3.1 | **64** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 3.2 | **38** |
| :--- | :--- |
| Number of Sanctioned posts during the year | |

| File Description | Documents |
| :--- | :--- |
| Data Template | <u>View File</u> |

## 4.Institution

| 4.1 | **30** |
| :--- | :--- |
| Total number of Classrooms and Seminar halls | |
| 4.2 | **Rs 82,17,023/- only** |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | **53** |
| Total number of computers on campus for academic purposes | |

## Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**Being affiliated to Gauhati University, the college follows the curriculum prescribed by the University.**

**At the onset of the session, Academic Meetings are held to chalk out the plan for the year. Some elements of planning are:**

- **Organizing Induction programme for students,**
- **Setting up Institutional timetable, Academic calendar,**
- **Guidelines for maintaining Lesson plans, Log books, Students' attendance records for effective curriculum delivery etc.**
- **Proper documentation of relevant elements included in planning.**

**Planning is followed by implementation of the curriculum delivery process where focus is on Teaching methodology and Learning enrichment.**

- Lectures are planned according to Lesson plans. Due to lockdown situation, classes have been arranged online and study materials also uploaded online for students.
- Students are allowed to learn by questioning, experimenting, etc. Project works are assigned to students on various relevant topics; Study tours and field trips are arranged annually; On-field surveys are compulsorily undertaken in Environmental Studies subject
- As an addition to the teaching methodology, learning enrichment steps are undertaken such as inviting guest lecturers, organizing workshops, certificate courses, competitions, etc.

To facilitate the understanding of students, doubt-clearing sessions are also arranged. The curriculum delivery process ends with assessing performance of students through Assignments, Internal exams, tests etc.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of a new academic session, the academic calendar is introduced and uploaded in the website. For wider circulation, the calendar is also shared with the students through Whatsapp groups. The academic calendar provides / a systematic and planned timeline for various curricular and co-curricular activities of the college.

The academic calendar consists of the schedule of the working days in every month and the number of days for classes, different events and programmes in the college along with the state and national holidays, the date of internal examinations and schedule of internal assessment, the date of holidays and university exams as updated in the university holiday list, date for submission of assignments by the students, monthly seminars, quiz competitions, workshops, date of organization of course related field trips.

Adhering to the calendar, the college carries forward the continuous internal evaluation of the students by conducting

**regular sessional examinations, interactive sessions, collection of assignments, seminars, class presentations, quizzes, field trips arranging class tests at regular intervals. Apart from these, oral tests and presentations, group discussions are also carried out to assess their capability of expression and difficulties for continuous internal evaluation of the students.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://sbdeorahcollege.org.in/academic-calendar/ |

| **1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

**17**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**03**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

**274**

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

**274**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**Being affiliated to Gauhati University, the college has opted for the following papers offered by Gauhati University which include**

issues relevant to Environment and Sustainability, Gender and Human Values.

In the CBCS syllabus of Gauhati University, Environmental Studies has been included as Ability Enhancement Compulsory Course for all under-graduate degree courses. The syllabus of this course covers all aspects of environment.

In Economics Honours, four papers deal with Environmental issues, two papers of Education include topics related to environment and education. In Chemistry Honours, the papers Physical Chemistry and Industrial Chemicals and Environment deal with various impacts of industrial Chemicals on air and water pollution, management of different kinds of waste etc.

The paper Women and Society of Education Honours and the paper Women's Writing in English Honours include gender specific issues.

In Education Honours course, the paper Value and Peace Education includes the concept and importance of values in human life. Two papers in Political Science Honours focus on issues related to Human Values and rights.

In addition, a certificate course on Ecosystem Management was conducted by the Departments of Environmental Studies and Botany in association with IQAC which deals with issues like Environment and Sustainability.

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

**1.3.3 - Number of students undertaking project work/field work/ internships**

**376**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **B. Any 3 of the above** |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | No File Uploaded |

| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/Feedback-Report-2020-21.pdf |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**620**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**153**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | View File |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

12 Board examination marks scored by the students are taken as the initial indicator of students' learning ability. Day to day class interaction open the way for teachers to trace the strength and weakness of the students.

Steps for slow learners:-

- For an objective identification and improvement of slow learner, various departments circulated feedback forms after one month of completion of their course for stating their points of strength and weakness about the syllabus.
- Faculty members revise the critical topics as per the necessity of the slow learners.
- Teachers are easily accessible for the slow learners during the college hours.
- Contact also maintained with the parents of the slow learners and vice versa.
- Arrangements are made separately to cater to the needs of the Divyang students.

Advanced learners: -

- Advanced Learners are encouraged to take part in extracurricular activities like participation in debate, quiz etc. to explore their full potential.
- Subject specific seminars,webinars,various research projects are initiated by the departments.
- They get the opportunity to represent the college in various competitions.
- Some departments entrust the responsibility to the senior advanced learners to guide their juniors facing problems.
- Semester toppers and meritorious students are felicitated.

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| **1289** | **63** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Experiential learning means learning by doing and reflecting on experience. All the faculties adopted various means of experiential learning.**

1. **Science faculties help the students to carry on experiments specially related to their course;**
2. **Department specific activities like visit to historical places, museum, field trip, excursions, visit to industrial sites, institutions, which are also part of curriculum and related to experiential learning. Zoology department carried out bird count at DEEPOR BEEL and the college campus**

**Participatory learning refers to more active involvement of the learners on the issue rather than it is analyzed by an outsider. To encourage participatory learning, following means are adopted: i) group discussion, ii) project writing and presentation, and iii) seminar paper submission and presentation iv) quiz and extempore speech.**

**Problem-solving learning of the College inculcates greater situational and social awareness among the students. Number of measures are adopted to carry out this type of learning. i) Students successfully produced organic manure (Vermi-compost). ii) plantation drive was undertaken. iii) NSS and extension education cell involved student volunteers in solving real life problems**

**(distribution essential items, operation of helpline number, blood donation etc.) during the pandemic.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/2.3.1.pdf |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

**The faculty members of S.B. Deorah College use various ICT tools and platforms like like LCD projector, digital interactive panels, Jam board, Pen-tab, Google Classroom, Google Meet, Zoom, Whatsapp etc. for an effective teaching-learning process. .**

**During the pandemic, a special online workshop on use of ICT tools for effective teaching, was organized by teaching-learning centre, Tezpur University, in association with IQAC, S. B. Deorah College. Thereafter, along with the above-mentioned tools, the teachers also use diverse screen casting software such as iSpring Free Cam, CamStudio, Screencast-O-Matic, ShareX, Presentation tube, OBS studio etc. to prepare e-contents which are attractive as well as less time consuming. The online teaching is made interactive using several tools such as Powtoon, Canva, Visme, Whiteboard, Mentimeter, Insert Learning etc. These interactive tools encourage the students to participate and give their additional inputs in an online class. Tools such as Quizziz, Kahoot are used to conduct online quiz for specific subjects. The E-content, e-books are shared using cloud storage such as Google drive, Microsoft One drive, Dropbox among others. Various e-contents are prepared by the teachers and uploaded in college portal as well in YouTube which are available for students of other college also.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/Description-of-ICT-enables-tools-for-effective-teaching-learning-1.pdf |

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

51

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

38

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

**2.4.2 - Number  of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year**

22

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

**703**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**The College follows the internal evaluation mode as laid down by Gauhati University. Both practical and non-practical disciplines conduct sessional examination of 40 marks for giving due weightage of the syllabus. The tentative date of sessional examination is mentioned in academic calendar of the college. Marks obtained in the examination are converted as per G. U. regulation (4 marks for attendance, 6 marks for assignment/ presentation and 10 marks for the sessional examination). While marks for attendance ensures continuous presence of the students for their regular classes (compulsorily 75% attendance), assignments provide them the opportunity explore issues of their interest on specific subject-matter. They are also encouraged to develop their presentation skill through presentation of their assignments.**

**Students with practical courses have to undertake laboratory activities or project related activities. 20 marks of such courses are assigned for 'practical works' which is evaluated by a GU nominated external toward the end of the final semester exams.**

Transparency of the system is maintained by showing the 'answer scripts' to the students after the scripts have been evaluated by respective course teachers and fixed period is allotted to the students to readdress their grievances.

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal Examination:

For each sessional exam separate examination committee is constituted by the authority. This committee undertakes all the responsibilities to ensure objectivity, transparency and reliability of the examination system.

1) Marks obtained in the sessional examinations is displayed in the College Notice Board.

2) Answer scripts are shown to the students and a definite period of time is allotted for

expressing their doubts and queries.

3) Grievances are redressed through the following ways:

a) Re-examining the answer scripts

b) Unmarked questions if any, are marked

c) Rectifying the result sheets accordingly

External Examination:

The mechanisms adopted are:-

   1.  All the concerned stakeholders (Student, Authority, concerned department, examination committee and relevant section of Gauhati University) are involved in the process.
   2.  Complaints received from students regarding anomalies in

their marksheet are forwarded by the Principal to the concerned department.

3. After verification of the complaint at the departmental level, relevant evidences are provided by the department.

4. Assistance is also sought from the examination committee if and when needed.

5. On the basis of the evidences received from the Department and Examination Committee, the complaint is forwarded by the Principal to the concerned section of GU for resolution of the complaint.

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Information relating to Programme and Course outcomes, at the entry level, to new applicants are conveyed through the College website. On being admitted to the College, registered student are provided counselling by the various Admission Committees regarding Programme and Course outcomes. This process enables students to make proper choices regarding the Programmes and Courses keeping in view their future goals. Besides, teachers and HODs of various departments discuss and clarifies doubts regarding course outcomes as outlined in the Gauhati University Syllabus to the students in their classes.

The College also organise Induction meeting for the Freshers separately for B.A, B.Com, and B.Sc and Principal himself along with faculty members clearly explain the details of the programme and course outcome.

Teachers are made aware of changes to Programme and Course outcomes through periodic Faculty Meetings which are chaired by the Principal and also in the review meetings of faculty members. In addition, if and when significant changes are introduced, faculty members are oriented to the changes by competent resource persons from Gauhati University. At the departmental meeting the teachers discuss about the course outcome and uploaded these in the college website accordingly.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |
| Upload COs for all courses (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**College has adopted various mechanisms to evaluate the course and programme outcomes. Class test, surprise test, sessional exam and end semester final examination provide the teacher to take account of the progression of the students. Moreover, home assignments, project writings, etc. also give opportunity to the teachers to evaluate their caliber. After completion of various programmes by various students, all the department collect information regarding the progress of their departmental alumni and find out to what extent they are successful in life. Students admission in various higher educational institution as well as their entry in various professional services also reflect their performance.**

**During and after the completion of the programme, progression of the students is continuously evaluated by the institution. Some special mechanisms are adopted to collect information from the students regarding their progress, difficulties.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/new-doc-2022-05-10-13.46.33_1.pdf |

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

**333**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/Annual-Report-2020-2021.pdf |

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/STUDENT-SATISFACTION-SURVEY.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | **No File Uploaded** |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**0**

| File Description | Documents |
| --- | --- |
| List of research projects and funding details (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

**33**

| File Description | Documents |
| --- | --- |
| Report of the event | [View File](#) |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | [View File](#) |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

**22**

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](#) |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers**

**published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

31

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

## 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Several extension activities and charity programs were carried out during the session by the Extension Education Cell and NSS Unit of the college.

Some programmes on educational importance, economic self-reliance, skill development were organized specially for women at the adopted village and in some slum areas of the city. As a result of these programmes, women are gradually becoming more conscious about gender equality, their rights and economic development. They have realized that education is the only tool for a better life, andall-round development.

Most of the women are now involved in income generating activities like weaving, agriculture, livestock farming etc. with the support of the self-help group. They have also developed interest in small savings and about various government schemes which are meant for disadvantaged group of society. Women are working for their skill development. They are now conscious about health and hygiene and are switching to the use of sanitary napkins.

As a result of the involvement of students in community service, students have become conscious of their social responsibilities and have developed various skills. After having dealt with the difficulties induced by Covid -19, they are now better prepared to face challenges of the outside world.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/3.3.1.pdf |
| Upload any additional information | **No File Uploaded** |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**1**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**19**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in**

**collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**708**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

## 3.4 - Collaboration

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**6**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

**7**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The institution has a well-managed infrastructure and physical facilities**

- **The classrooms are well ventilated with good quality furniture.Each class room fitted with green/white/black board and platform**
- **Portable speakers are also used in the big class rooms by the teachers.**
- **Seven classrooms are also equipped with latest technologies like interactive learning board with projectors and wi-fi hotspots.**
- **The college has installed high speed Leased Line Internet connection with 8mbps capacity.**
- **The college has a digital classroom cum seminar hall with a digital panel interactive board of 76 inches in size, a podium connected with a computer system, an audio system can be used for video conferencing also.**
- **It has state-of-the-art science laboratories viz. Chemistry, Physics, Zoology, Botany Laboratory with latest equipment.**
- **The computer laboratory has 25 computers with latest configuration.**
- **The college library has 9 computers with Internet Connectivity used for accessing e-resources;housekeeping operations**
- **The college produces its own electricity through 25 kW solar power plant.**
- **Web link of the S.B.Deorah Library collection is being provided to the students, faculty and academic fraternity through internet based WebOPAC**

- **Institutional Repository (IR) cum Digital Library access has been made available 24 x 7 through cloud based DSpace Digital Library System.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/4.1.1_Infrastructure_2020-2021_Final.pdf |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**The college has facilities of cultural activities, sports, games, gymnasium etc for holistic development of the students.**

- **A spacious Auditorium with a well decorated Stage equipped with modern sound system , JBL speakers, cordless microphone etc. with provisions of lighting is available with around 500 seating capacity for the students to organize and participate in co-curricular, recreational and cultural activities.**
- **Facilities of indoor games viz. carom board, chess, badminton, volley ball are available for the students.**
- **Outdoor games like complete cricket set, football etc are available for the students**
- **As the college does not have own cricket and football court, so students are playing and practicing in the nearby Ulubari High School field and also in Nehru Stadium Playground . Annual Sports outdoor competitions are also held in the playground of Nehru Stadium and nearby Ulubari School field.**
- **Open front space of the college is used to organise ethnic festivals, cultural activities etc. This space is also used for taekwondo, judo self-defence training purposes for the girls'**
- **Yoga classes and workshops are held in the big classroom**
- **A fully equipped gymnasium with Multi-gym, electronic treadmill, cycle, dumbbells etc is available for the students and staff.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/4.1.2_sports_cultural-facilities_final.pdf |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

07

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

07

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/4.1.3_ICT_Class_Facilities.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

4908655

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | [View File](#) |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**S.B.Deorah College Central Library**

**Name of the ILMS software: SOUL, Developed by INFLIBNET Centre**

**Nature of Automation: Partially (Cataloguing, Circulation, OPAC, Daily Footfall Record etc. are fully automated whereas Acquisition, Periodical Maintenance are yet to be automated)**

**Version : SOUL 3.0**

**Year of Automation : 2009**

- **The College has a modern fully computerized central library having more than 15000 collections of text and reference books. The library regularly subscribes to latest publication of books in different subject areas for Arts, Science and Commerce streams. Besides books, the library also subscribes to a good number of periodicals and research journals pertaining to different subjects taught in the college.**

- **The library has been using SOUL 3.0 Library Management Software developed by INFLIBNET Centre since 2009. OPAC isavailable in the library helps search books**

- **WebOPAC facility is available to access library catalogue from remote locations**
- **The library provides free Internet facility to the students.**
- **The library has Book Bank Facility for the students belonging to EWS category**
- **Facility to access various online e-resources through INFLIBNET'sN-LISTprogramme is available**

- The library also has anInstitutional Repository (IR)cumDigital Librarywhere publications of the college are digitised

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/4.2.1_2020-21_Library_Description.pdf |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | A. Any 4 or more of the above |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**2.64905**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Audited statements of accounts | [View File](#) |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | [View File](#) |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

76

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](#) |
| Details of library usage by teachers and students | [View File](#) |

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has regularly purchased hardware and software and update IT facilities

- The college office has updated with internet facility to carry out all administrative works
- Online transaction through Internet Banking, Credit Card, Debit Card, UPI etc. has been introduced in the college office. Additionally, POS system is also available for cashless payment.
- The college has installed Jio Leased Line with 8mbps speed on 19/12/2020
- Study materials, class lectures, videos, tutorials etc. are uploaded to the YouTube channel and access of the same has been provided to the students through a single window online portal www.sbdeorahonline.in
- The computer lab has 25 Nos of latest configured computers with wi-fi facility.
- The college library has 09 numbers of computers of which 02 server machines are available to host Library Management Software (SOUL 2.0) & Digital Library Software DSpace.
- Class rooms have Wi-Fi facility to support ICT enabled teaching learning.
- All departments have computer systems with Wi-Fi to use for academic and learning purposes.
- The digital class room cum seminar hall have the provision of video conferencing
- 06 classrooms have been updated to ICT enabled classroom with 65 inches Android based interactive learning panel with Wi-Fi access facility.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/4.3.1_ICT_update_final.pdf |

## 4.3.2 - Number of Computers

**53**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Student – computer ratio | View File |

| 4.3.3 - Bandwidth of internet connection in the Institution | D. 10 - 5MBPS |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

## 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**28.48526**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The HoDs and respective Teacher In-charge of various support facilities make a note of various maintenance worksand informed these to the principal.The college has signed 7 Annual Maintenance Contracts (AMC) with different firms for maintaining different facilities.

Stock register and dead register is maintained by the office to keep records of equipment

The library is maintaining accession/stock register. Weeding out of old and obsolete collection has been carried out annually. Other maintenance work like binding, pest control, dusting and cleaning has been done.

The science departments aremaintaining a stock register for keeping the list of equipment etc.

Girls Hostel Management Committee appoints a hostel warden for smooth running

Sports and Gym facilities are maintained under the supervision of a teacher-in-charge

Campus maintenance is carried out under the supervision of college authority. Cleanliness and beautification committee looks after the cleanliness & beautification.

Day to day cleanliness of classrooms, toilets etc. are done

Utilization of various physical facilities are vary in different extents. Department classrooms are exclusively used for departmental classes while general classrooms are shared by many departments.These classrooms are also used for holding

**examinations and are also being utilized for holding outside examinations .**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/4.4.2_Maintenance.pdf |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**1347**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**28**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/5.pdf |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**425**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**425**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**20**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

### 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

**14**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | View File |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**NET - 1**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**2**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The election for the Students' Union of the college is held every year in the month of September/October to constitute the Students' Union of the college. In the election, the criteria of Lyngdoh Committee recommendation is strictly followed.

The students of the college are always active in extending social services. During the pandemic period, the volunteers of NSS unit, Extension Education Cell of the college extended help to the needy by distributing different essentials. They engaged in distribution of cooked food, mask6/s, grocery items, operated four helpline number to provide information on availability of oxygen cylinders, Covid beds in hospitals and donated blood to people in need.

Students are represented through different bodies including the Students Union, IQAC, RUSA and election related GRC – one in the IQAC and RUSA each and two in the election related GRC. Members of the Union body and other active volunteers take the responsibility to organize Freshmen Social, Foundation Day, Saraswati Puja, Republic Day, Independence Day every year. The students get representation in college Magazine Editorial Board, NSS Cell, NCC Cell, WWF Cell, Extension Education Cell etc. Apart from these activities, Students' Union always helps the teachers to implement plans and organizing different programs.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/Students-engagement.pdf |
| Upload any additional information | No File Uploaded |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

44

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Alumni Association of S.B. Deorah College is also dedicated to the development of the college. Its registration process is on the verge of completion. At present it has 185 members. Due to the pandemic situation it was not possible for the members of the association to involve actively with the college as they had done earlier. However, they have been assisting the college in various ways-**

1. **Providing scholarship to meritorious students.**
2. **Financial contribution for the construction of the gate.**
3. **Facilitating the organization of Health Camp.**
4. **Acting as a resource person on seminars and webinars.**
5. **Imparting free education to Kalyani Niwas (an orphanage for girls) as per the request of the college.**
6. **Alumni donates the idol of the Saraswati Puja every year.**
7. **Arranging classes for competitive examination in collaboration with the teacher.**
8. **Bearing the cost of refreshment of some events arranged by the college**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

| **5.4.2 - Alumni contribution during the year** | **D. 1 Lakhs - 3Lakhs** |
|---|---|

**(INR in Lakhs)**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Response:**

**As one of the leading educational institutes of the region, the institution has a clearly stated vision and mission. The governing body, the Principal, IQAC, Faculty members, employees, students play a pivotal role in reflecting the institute's mission and vision in its academic and administrative governance. The decisions and policies of the Governing Body are implemented by the Principal with the support of the other stakeholders**

**The prime vision of the college is to transform it into a distinguished and exemplary centre of teaching, learning and all-round excellence. In tune with the mission and vision of the college, the students are provided with state of art infrastructure and various seminars, workshops and programs like yoga sessions, Fit India Freedom Run etc are organized to make them mentally and physically healthy, to develop different skills and to acquaint them with different aspects of knowledge.**

**The college authority forms different committees and cells to involve all the members of the college for all-round development of the students and to create the foundation for developing their leadership qualities and professional skills/. The institution always takes initiatives to provide value-based education and to generate moral, ethical and scientific temperament among students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/6.1.1.Final_.pdf |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The organizational structure of the college practices decentralized and participative management. To devise the policy of conduct and govern various aspects of the college, the Government of Assam constitutes a Governing Body which is the highest decision-making advisory body of the college.

The college has taken up various measures for decentralization of power and accordingly several in house committees have been constituted by the Principal in consultation with the GB or the IQAC. All the staff members actively participate in implementing the policies. Adequate representation of the students is also given in various committees. Thus, the students are empowered to play active role as leaders of the student community.

A case study of decentralization and participative management is described with roles, duties and functions of HoDs. All the departmental activities such as preparation of program outcome, course outcome, course distribution, class allotment, students' grievances redressal, examination, departmental seminars, wall magazine, field study tours, project preparation and departmental freshmen and farewell are monitored and coordinated by the HoDs. Moreover, policy matters and decisions are communicated to the faculty members through HoDs by the authority. Periodical meetings of the HoDs are also convened by the Principal to discuss various relevant matters.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/6.1.2.-Final.pdf |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response

The institution has witnessed all round academic and infrastructural development during last year in spite of pandemic related challenges. The Perspective Plan of the college was prepared in 2017 detailing the future plan and program of the

college up to the year 2026-27. One of the main aspects of the prospective plan was to make the online portal of the college more comprehensive and effective. To implement this plan, the portal was used to provide various online services to the students like online admission, online fees collection and examination form fill up, etc., making the office works more hassle free and environment friendly.

During pandemic, this online portal was upgraded for providing adequate study materials in the form of audio, video and document files. Assignment allotment and verification by the teachers, submission by students were also done through this portal. Both the teachers and the students had their own unique user ID and password. The immense success of this initiative was testified by the fact that a large number of students availed the benefits of this online portal.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/Perspective-Plan-and-Deployment-Report.pdf |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The college is affiliated to Gauhati University and its organizational structure is planned according to the guidelines of the Department of Higher Education, Govt. of Assam. The Governing Body is the highest authority of the organizational structure of the college. The Principal is the academic and administrative head, assisted by the Vice Principal, HoDs, IQAC, Support staffs and other in-house bodies. The organizational structure of each department is headed by the HoDs, followed by the teachers.

The library staff consists of the Librarian, Library Assistant and Library Bearer. College office consisting of Head Assistant, Office Assistants and Bearers support the Principal in running the administration. The women's hostel of the college is managed by

**Hostel Management Committee.**

**Different in-house bodies consisting of the Principal as the Chairperson, one senior teacher as the coordinator and other members are formed for execution of different responsibilities.**

**The services of the employees are regulated as per Assam College Employees Provincialisation Act 2005. The service rule procedure, recruitment and promotional policies of permanent faculties are regulated as per the directives of Govt. of Assam and UGC. The matters of service rule of the contractual staff are governed by the college authority.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/6.2.2-Final.pdf |
| Link to Organogram of the Institution webpage | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/1-Organogram.pdf |
| Upload any additional information | View File |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Response:**

The institution offers various facilities for its employees. The college offers its Conference Hall and Common Room to the staff for holding various meetings.

Need based special leaves are granted by the college for the college staff. Special leaves were granted to the Covid positive employees of the college. Periodical Pay revision is also arranged for contractual teachers and non-teaching staff.

Free sports and gymnasium facilities are available in the college. The college has first aid and wheel-chair facility and a sick room. A free health check up was organized for teaching and non-teaching staff by the college. The college canteen also provides food at a subsidized rate.

In the pandemic period, vaccination centre was set up in the college. The college has also disbursed full salary throughout the pandemic and subsequent lockdowns to its contractual employees.

A Mutual Fund is being run by the non-teaching staff to facilitate hassle free loans. Residential quarters are provided to the hostel warden and some of the fourth-grade employees of the college.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/6.3.1-Final.pdf |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**02**

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

03

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | [View File](View File) |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

59

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**Response:**

**The institution has a mechanism to record and monitor performance of the teaching and non-teaching staff every year.**

**The institution has a robust performance appraisal system. Every teacher and member of the non-teaching staff has to submit their annual self appraisal report. The college authority with the help of IQAC makes an assessment of the reports and informs them about the outcome and necessary steps to be adopted for the overall improvement of the academic atmosphere and administrative set up of the college.**

**Both the teaching and non-teaching staff can offer their suggestions through feedback system which is taken into consideration by the authority. Moreover, performance of non-teaching staff is also assessed through students' feedback.**

**At the initiative of the IQAC, feedbacks from students is taken regarding teaching learning, infrastructure and support system etc. Remedial measures are taken after analyzing the collected data. In addition, each faculty member is required to submit Academic Performance Index to the IQAC at the time of promotion to next higher grade as per norms laid down by UGC under API scheme of promotion.**

**For the non-teaching staff, efforts are made to improve their performance and skills through the training programs and workshops.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/6.3.5-Final.pdf |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Response:**

**The college conducts internal and external audits annually on regular basis. All the financial matters are included in the audit process. The Internal Audits are done by M/s Abhijit and Associates, a reputed Chartered Accountant Firm of Guwahati. Finally, the internal audit report is placed before the Governing Body for discussion and approval. This helps in review of funds, planning, preparing the budget of the next financial year. The internal audit of the college is completed up to the financial year 2020-21.**

**The external audit is done by the Directorate of Audit (Local Fund), Govt. of Assam. The external audit of the college account is completed up to the financial year 2017-18.**

**The financial objections regarding audits, if any, are settled by verifying college records and documents and measures are taken to avoid recurrence of such errors in future. The cashbooks for different accounts are also maintained as per Govt. rules.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/Audit-Report-2020-2021.pdf |
| Upload any additional information | View File |

## 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0.88

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Response:**

In order to meet the requirements of funds for various institution related works, proposals are submitted to diffierent funding agencies periodically. The major funding agencies of the college are UGC, RUSA and the State Government. These funds are used for various purposes like construction and renovation, infrastructural development, purchase of different items and equipments. The fund for payment of salary of the permanent employees of the college is borne by the State Govt. Funds received from philanthropists and college staff were utilized for pandemic relief, providing scholarships to the meritious students and various developmental activities and community services in the adopted village and other places.

Admission fees of the students collected by the College Administration are also a major source of internal resource mobilization. The income from leasing of college premises on rent to different organizations and the annual surplus amount of various university examination centre fees are two important sources of revenue of the college. The expenditure of salary for contractual and other employees is met from resources mobilized internally by the college.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Response:**

**Two practices institutionalized as a result of IQAC initiative are-**

**1. Extension Activities: The IQAC of the college is constantly promoting extension activities through Extension Education Cell, NSS, NCC, Women cell and Health Care Cell over the years. Every year the Extension Cell and NSS unit undertake different programs like special camps in the adopted village, blood donation, distribution of food and clothes, welfare programs for differently abled, orphans, slum dwellers, health and women related programs etc. During Covid-pandemic, the NSS unit offered yeomen services like distribution of ration kit, masks, sanitizers, etc. and opened a 24×7 helpdesk through 6 helpline numbers.**

**2. Implementation of online mode: Another significant practice institutionalized is the implementation of online mode of teaching. Starting with online admission in the year 2013, the college portal has been gradually updated and utilized to facilitate students' learning. During Covid Pandemic, classes were held using different online platforms.**

**Regarding institutional finance and accounts, total funds collected can be segregated account wise and are distributed to different accounts through online mode. Salary disbursement, administrative correspondences, fees collection, students' scholarships, examination form fill up etc., are done through online mode. Construction and purchasing works are also done through e-tendering.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/6.5.1-Final.pdf |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Response:**

**The college has reviewed its teaching-learning process, structure and methodologies of operations and learning outcomes at periodic intervals through the IQAC for its overall academic improvement. This review process and procedure are cited below:**

- **At the beginning of the academic session, the departments hold meetings to review the teaching learning process and prepare the program and course outcome along with the teaching plan which are intimated to the students in the Induction Program. The learning outcomes are reviewed at periodic intervals through various internal and end semester examinations, different activities like classroom seminars, group discussions, quizzes, surprise tests etc. The teaching learning process is also reviewed in the periodical HoD meetings.**
- **At the direction of the Principal, the IQAC motivates all the departments to record incremental improvement of the students and to take students feedbacks and necessary reformative measures like remedial and mentoring classes, personal counseling, etc., are taken accordingly.**
- **Students grievances related to internal examinations are redressed at the departmental level. In case of external examination, the college authority forwards the student's application to the concerned University.**
- **During the period of Covid pandemic, the college opted for online mode of teaching, learning and evaluation.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/6.5.2-Final.pdf |
| Upload any additional information | View File |

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/Annual-Report-2020-2021.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**The College ensures a gender friendly atmosphere within its campus. Security of the girl students is one of its foremost concerns. Different Cells address gender specific needs of the girl students. The Women Cell organizes various programs for creating awareness like lectures by experts on women specific issues. Self-defense training workshop is held annually. Counselling sessions for the girl students are organized frequently on all kinds of problems - personal or academic. Film**

screenings are held and talks by expert are delivered to highlight the gender issues in prescribed texts. The Committee against Sexual Harassment attends to instances of sexual harassment against girl students. The Grievance Redressal Cell encourages students to drop their complaints in the Complaint Box, which are addressed in a stipulated time frame. Further, the Girl's Hostel located within the college premises is well secure and safe with round the clock CCTV surveillance and security guards. The Girls Common Room is managed by a teacher in charge and Girls Common Room Secretary. It is well equipped with furniture, reading materials, sanitary napkin vending machine as well as a washroom and a water purifier. A cleaner has been engaged for regular cleaning of the room.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/7.1.1-Gender-sensitization-Action-Plan.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://sbdeorahcollege.org.in/wp-content/uploads/2022/05/7.1.1-Gender-equality-facilities-for-women.pdf |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/power efficient equipment** | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

The college has taken measures for the maintenance of a clean and green environment. Littering of solid waste is prohibited in the

college campus. Biodegradable kitchen waste is converted into vermicompost and sold generating revenue. Students and staff are educated on proper waste management practices through lectures, advertisements on notice boards, displaying slogan boards in the campus. Colour coded dustbins are used for different types of waste- Green for solid and blue for wet. Daily garbage is collected by the cleaners. Incinerators are used for disposal of used sanitary napkins.

The liquid waste generated in the college includes Sewage, laboratory, hostel, canteen effluent waste etc. The waste water lines from toilet bathroom etc. are connected with Municipal Drainage mains. The waste chemicals from laboratory passes through concealed pipe line into a soak pit dug near the science laboratories.

To minimize the solid waste like paper, paperless e- transaction is encouraged. Electronic equipment is put to maximum use, and repaired when needed. Damaged ones are sent for recycling. The college has tied up with a firm- Technopark IT Solutions for repair and recycling of E-Waste.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | https://sbdeorahcollege.org.in/wp-content/uploads/2022/03/7.1.3-Waste-Management.pdf |
| Any other relevant information | No File Uploaded |

| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

| 7.1.5 - Green campus initiatives include | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of Bicycles/ Battery powered vehicles**<br>3. **Pedestrian Friendly  pathways**<br>4. **Ban on use of Plastic**<br>5. **landscaping with trees and plants** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File](#) |
| Any other relevant documents | No File Uploaded |

| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed  through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | [View File](#) |
| Certification by the auditing agency | [View File](#) |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | [View File](#) |

| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-** | C. Any 2 of the above |
|---|---|

reading software, mechanized equipment
**5. Provision for enquiry and information :**
**Human assistance, reader, scribe, soft copies**
**of reading material, screen         reading**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The College has a diverse composition of students in terms of caste, religion, class, ethnicity etc. The institution organizes programs like Ethnic festival, 'Earn While You Learn' where students from different ethnic backgrounds showcase their rich culture and tradition. The Equal Opportunity Cell has been created to provide opportunities irrespective of differences. The College Union Body also has an ethnically diverse representation. The college magazine features literary contributions in the native language of ethnically diverse students. In the linguistically diverse classroom, teachers sometimes resort to language switching for better understanding and comprehensibility of the students. To attend to linguistic difficulties, special courses on Functional Assamese have also been started for non-native speakers. With its zero-tolerance policy towards any kind of discrimination, the authority takes stringent action against the offenders. Financial assistance to economically weak students and special scholarships for students from minority communities is offered. The College environment is disabled-friendly keeping in mind the special needs of the differently-abled. The college is attentive to the needs of the slow learners and arranges extra remedial classes for their improvement. The college website displays ethnic diversity as one of its key features.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organizes programmes to sensitize the students about their constitutional obligations. A talk on Dandi March highlighting the sacrifices of Freedom fighters in order to inculcate the values of patriotism, practical training on Voting Behaviour, Unity Run to commemorate the birthday of Late Sardar Vallab Bhai Patel to promote the spirit of brotherhood were organised. To instill the spirit of community service, volunteers of the Extension Cell and NSS unit undertake food, clothes distribution and cleanliness drives and voluntarily donate blood.To protect and improve the natural environment including lakes, wildlife, rivers etc.as part of fundamental duties, departmental educational trips to historical places, biodiversity awareness programmes like campus bird count, field trip to Deeporbeel, Pobitora Wildlife Sanctuary, Orang National Park and Ecosystem Management course were organized. To cherish and preserve the rich national heritage of our composite culture, programmes like talk on The Importance of Study of History in collaboration with Beltola College, online presentation on the traditional festivals of Dima Hasao were held. The Electoral Club of Department of Political Science sensitizes the students about their voting rights. Students actively participate in Republic Day, Independence Day and Gandhi Jayanti, programmes like Quiz, Essay competition etc.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts** | A. All of the above |
|---|---|

**periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff      4. Annual awareness programmes on Code of Conduct are organized**

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | **No File Uploaded** |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**The college organizes National festivals like Gandhi Jayanti, Republic Day, Independence Day, to commemorate the milestones of India's History. It instills national integrity and patriotism amongst the students. NSS Day, NCC Day, Navy Day are organized to inculcate the values of social consciousness, community service, and help in nation-building. The College collaborates with the neighboring educational institutes in the observance of these events. Cleanliness drives, food, and cloth distribution drives are taken as part of extension activities outside the college to mark the occasion. Earth Day, Environment Day, Science Day and Mathematics Day are also observed for the generation of environmental consciousness and building scientific temperament respectively where Resource persons deliberate on the significance of these days. Women's Day and Yoga Day observations for the empowerment of women and to ensure holistic wellness respectively are an annual feature. As part of the National Education Day celebrations, lectures highlighting the importance of education are delivered by teachers outside the campus for the benefit of the underprivileged. To mark the occasion of World Disabled Day, the college organizes seminars where differently-abled are given a platform to actively participate and perform.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1:

Title: "Xuhrid- Reaching Out": Community Extension Service

The Vision of the College aims to make the students of the College better human beings and the associated Missions speaks of inculcating the principles of morality, devotion, duty and responsibility among the students and also to render community services through Extension activities. "Xuhrid-Reaching Out" is conceptualized to achieve these goals.

Objectives:

Xuhrid aims to:

1. Building a strong network with the community and respond to their needs;
2. Encourage participation of students in community services and develop their personality;
3. Provide succour to the poor, needy and deprived sections in times of distress.

The Context:

Extension is regarded as third dimension of Education after Teaching and Learning. All academic institutions have a duty to give back to the society as part of their Institutional Social Responsibility. "Xuhrid" is expected contribute for betterment of the downtrodden.

**The Practice:**

The College has set up various cells, sub-committees and wings to carry out its Extension activities. Extension Education cell, Women's cell, Healthcare cell, NCC wing and the NSS unit are regularly organizing programmes in the neighbourhood communities and in the adopted village of the College.

**Evidence of success:**

1. Infrastructure of the L. P. School in the adopted village augmented;
2. Water scarcity in the adopted village reduced substantially with the digging of a well by the College fraternity;
3. The Sewing machine donated by the College as part of its women empowerment programme is helping the women of the adopted village to learn the basics of sewing;
4. Food and cloth distributed especially during COVID to the needy helped them to overcome the distress to some extent.

**Problems encountered and resources required:**

**Problems:**

1. Distance to the adopted village from the College (about 30 kms);
2. Scepticism of the villagers and the neighbourhood community that the College has some selfish motive;
3. Maintaining continuity of the Extension activities.

**Resources required:**

1. More motivated faculty and students;
2. More financial support from the authority and the donors.

**Best Practice 2:**

**Title: "Xugam- Simplified Service Delivery": The Online System of the College**

One of the main aims of the Perspective plan of the College is to further strengthen the online system of the College. The practice

of simplifying service delivery using the internet was initially started in 2014. Over the years, it has gained momentum and presently it is an integral part of the College.

**Objectives:**

1. To provide easy accessibility of service to the students and teachers;
2. To preserve students' data and accounts information of the College;
3. To augment the classrooms with installation of Interactive digital panels.
4. To facilitate the students to access the online learning platforms like Swayam, Swayamprabha, INFLIBNET etc. and also to create an own platform for storing Educational Resources prepared by the teachers of the College.

**Context:**

Internet has made the process of accessing and delivery of service much easier. The practice 'Xugam' is designed to provide easy and remote access of the services of the College to the students and also to make teaching learning more effective.

**The Practice:**

The College has developed a special portal for the purpose (www.sbdeorahonline.in). All the students and teachers have their unique user ids and passwords to access the portal. College admission, examination form fill-up, all fees collection, generation of accounts statements, maintenance of students' record etc. are done through the portal. Additionally, seven Interactive Digital Panels are installed to make teaching learning process more effective.

**Evidence of success:**

1. Students and guardians don't come to the College for works like admission, fees deposit etc;
2. Cashless and paperless transaction and interaction;
3. Reduction is cost and time for the students as well as for the College;
4. Students' enthusiasm in classes having Interactive panels.

**Problems encountered and resources required:**

**Problems:**

1. Many students depend on Internet cafes and had to pay extra amount;
2. Hesitation and lack of technical knowledge of the office staff.

**Resources required:**

1. Bandwidth of the ILL connection should be increased;
2. More number of Interactive panels should be installed in the classrooms.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File]() |
| Any other relevant information | [View File]() |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Diversity and the spirit of inclusion is the most distinctive feature of the college. With its largely inclusive and pluralistic culture, the college remains the most favored academic destination of students from diverse ethnic communities residing in far-flung areas of the North East. Over the years, it has earned the proud distinction of mini North East with its ethnically heterogeneous campus population. The college leaves no stone unturned in ensuring them a welcoming and discrimination-free atmosphere for the full realization of their inherent potential. All efforts are made to assimilate them into the dominant culture so that they do not feel isolated. College events like Ethnic Fest, Earn While You Learn, College Week provide them the ideal platform to showcase their rich culture and tradition. The College Magazine also features contributions from such students in their native language. To remove linguistic barriers, special functional courses on spoken Assamese are organized for the non-native speakers. During mentoring sessions, such students are encouraged to open up about their problems- academic or otherwise. The diverse learning environment of the college helps in removing prejudices, stereotypes, developing coping and survival skills of the students. A culturally competent staff attends to their diverse needs.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | [View File](#) |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

1. Converting existing classrooms in to smart classrooms with ICT enabled tools;
2. Organizing seminars, workshops, invited lectures and talk on regular basis;
3. Organizing project work/field work for the students;
4. Organizing Internship and Training to the students;
5. Organizing placement drives for the outgoing students;
6. More stress will be given on organising extension activities;
7. Efforts on cleanliness and beautification of the Campus;
8. Counselling centre will be set up to support the students;
9. Conduct Environment,Green and Energy audit;
10. Raising of NCC (Army) wing in the College;
11. Installation of more drinking water facilities in the campus;
12. More number of MoUs will be signed with other HEIs;
13. Efforts will be made to prepare the College to implement the NEP,2020;
14. Construction of more floors in the New Academic Building;
15. The Auditorium of the College will be renovated;
16. The College canteen will be upgraded;
17. The heights of the boundary walls will be raised;
18. Rain water harvesting facility will be created;
19. More stress on extension activities especially in the adopted village;
20. To organise programs on value education and gender sensitisation;
21. Arranging coaching classes for competitive examinations.